

ATTACHMENT B

Listing and Descriptions of Department of Justice Components, FOIA Requester Service Centers and FOIA Public Liaisons, Descriptions of Information Routinely Made Publicly Available, and Multi-track Processing Information

This attachment lists the subdivisions or "components" of the Department of Justice, with a brief description of their functions. Whenever a component requires special information to respond to a Freedom of Information Act (FOIA) request, this is noted immediately below the listing. If a component employs multi-track processing of FOIA requests, the listing contains a description of its multi-track processing system. Also following each component listing is a general description of the types of information that the component makes publicly available without requiring that a formal FOIA request be made.

Prior to making a FOIA request you are encouraged to review the Department's website as well as each component's website as a great deal of information is made available online. Please note that several components have noted below that they continue to maintain a physical reading room which you can visit to review certain records of that component. Physical reading rooms are being phased out in favor of online posting of each component's records. For a component that still has a physical reading room for older records, if it would be difficult for you to visit the reading room, you should consider contacting the component's FOIA Public Liaison to see if there is another way to receive a document that you seek (contact information for each component's FOIA Public Liaison is listed below).

To make a FOIA request you are encouraged to write directly to the addresses provided below in order to speed up the handling of your request. However, if you are unable to identify the Department component most likely to have the records you seek, you may send your request to the FOIA/PA Mail Referral Unit, Justice Management Division, U.S. Department of Justice, Room 115, LOC Building, Washington, D.C. 20530-0001, which will then forward your request to the components it believes are most likely to have the requested records. (See the Justice Management Division's listing in this attachment for its special FOIA Requester Service Center/FOIA Public Liaison for this request-forwarding function.) In either case, please mark the envelope "Freedom of Information Act Request." A large number of components now accept electronically submitted requests. Where a component accepts electronically submitted requests, this is specifically noted in that component's listing.

The following list of Justice Department components is in alphabetical order:

ANTITRUST DIVISION -- Requests for Antitrust Division records should be sent to the following physical address, e-mail address, or fax number:

Sue Ann Slates
Chief, FOIA/PA Unit
Antitrust Division
Department of Justice
Liberty Square Building
Suite 1000, 450 5th Street, N.W.
Washington, DC 20530-0001
Phone: (202) 514-2692
E-mail: antitrust.foia@usdoj.gov

The Antitrust Division is charged with the general enforcement, by criminal and civil proceedings, of federal antitrust laws and other laws relating to the protection of competition and the prohibition of monopolization

and restraints of trade. This Division maintains files of its investigations and legal cases, stores documents utilized during such investigations and litigation, and keeps records pertaining to the administration of the Division.

Special information required: No special information is required for your request, but please be as specific as possible.

FOIA Requester Service Center: telephone number (202) 514-2692; FOIA Public Liaison: Ronald Wiercioch, telephone number (202) 514-2692.

Publicly available information: Public documents located on this Division's website include public court and administrative filings, such as complaints, indictments, final judgments, statements of policy, staff manuals, and staff guidelines, press releases, speeches, congressional testimony, business review letters, and the Division telephone book. If you are interested in obtaining public documents that are not posted, or paper copies of public documents that are posted, you may contact us by phone, (202) 514-2481, by fax, (202) 524-3763, or by e-mail, atrdocs.grp@usdoj.gov.

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

OFFICE OF THE ASSOCIATE ATTORNEY GENERAL -- Requests for Associate Attorney General records should specify that Associate Attorney General records are being sought and should be sent to the following physical address, fax number or e-mail address:

Carmen L. Mallon
Chief of Staff
Office of Information Policy
Department of Justice
Suite 11050
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001
Phone: (202) 514-FOIA
Fax: (202) 514-1009
Online Request Form: <http://www.justice.gov/oip/oip-request.html>

The Associate Attorney General advises and assists the Attorney General and the Deputy Attorney General in formulating and implementing Departmental policies and programs pertaining to a broad range of civil justice, federal and local law enforcement, and public safety matters. The Office oversees and provides policy direction to the following Department of Justice components: the Antitrust, Civil, Civil Rights, Environment and Natural Resources, and Tax Divisions, the Office of Justice Programs, as well as providing oversight responsibility for the Office of Community Oriented Policing Services (COPS), the Community Relations Service, the Office of Dispute Resolution, the Office on Violence Against Women, the Office of Information Policy, the Executive Office for United States Trustees, and the Foreign Claims Settlement Commission. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-5459; FOIA Public Liaison: Laurie A. Day, telephone number (202) 514-3642.

Publicly available information: Policy statements, staff manuals, speeches, Congressional testimony, and an organization chart.

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

OFFICE OF THE ATTORNEY GENERAL -- Requests for Attorney General records should specify that Attorney General records are being sought and should be sent to the following physical address, fax number or e-mail address:

Carmen L. Mallon
Chief of Staff
Office of Information Policy
Department of Justice
Suite 11050
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001
Phone: (202) 514-FOIA
Fax: (202) 514-1009
Online Request Form: <http://www.justice.gov/oip/oip-request.html>

The Attorney General is responsible for the overall supervision and direction of the administration and operation of the Department. The Attorney General represents the United States in legal matters generally and furnishes advice and opinions on legal matters to the President, the Cabinet, heads of the executive departments, and other agencies of the federal government. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-5459; FOIA Public Liaison: Laurie A. Day, telephone number (202) 514-3642.

Publicly available information: Policy statements, frequently requested records, staff manuals, Attorney General biographies, speeches, Congressional testimony, and accountability reports to Congress, final orders and opinions of the Attorney General.

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

BUREAU OF ALCOHOL, TOBACCO, FIREARMS, AND EXPLOSIVES -- Requests for Bureau of Alcohol,

Tobacco, Firearms, and Explosives records should be sent to the following address or fax number:

Stephanie Boucher
Chief, Disclosure Division
Bureau of Alcohol, Tobacco, Firearms, and Explosives
Department of Justice
Room 1E-400
99 New York Avenue, N.E.
Washington, DC 20226
Phone: (202) 684-8740
Fax: (202) 648-9619
E-mail: foiamail@atf.gov

The Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) conducts criminal investigations, regulates the firearms and explosives industries, and assists other law enforcement agencies in order to suppress violent crime and protect the public. The ATF removes violent offenders and criminal organizations from the community, assists prosecutors in incarcerating violent offenders, provides leadership to solve violent crime, denies criminals access to firearms by stopping illegal firearms traffickers, works with the firearms and explosives industries to ensure compliance with regulations and record keeping requirements, promotes comprehensive crime gun tracing, safeguards the public from explosives and arson incidents, supports interagency counterterrorism effort, assists state, local, and other federal law enforcement agencies by establishing and conducting law enforcement training and research programs, investigates thefts and losses of firearms and explosives, allows only qualified applicants to become licensed in firearms and explosives industries, conducts revenue investigations in conjunction with alcohol and tobacco diversion investigations, and prevents criminal encroachment of the legitimate alcohol and tobacco industries. ATF also maintains records relating to the administration of the bureau.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 648-8740; FOIA Public Liaison: Stephanie Boucher, telephone number (202) 648-8740.

Publicly available information: A request for a listing of Federal Firearms Licensees (FFLs) in your residential zip code can be made without a FOIA request. Send your request to:

Bureau of Alcohol, Tobacco, Firearms, and Explosives
Chief, Firearms, Explosives and Arson Services Division
Department of Justice
99 New York Avenue, N.E.
Washington, D.C. 20226

Reading room location: Suite 1E062, 99 New York Avenue, N.E., Washington, D.C.

Multi-track processing: None.

CIVIL DIVISION -- Requests for Civil Division records should be sent to the following address or fax number:

James M. Kovakas
Freedom of Information/Privacy Act Office
Civil Division
Department of Justice

Room 8020
1100 L Street, NW
Washington, D.C. 20035
Phone: (202) 514-2319
Fax: (202) 616-8202
Email: Civil.routing.FOIA@usdoj.gov

The Civil Division represents the United States, its agencies, and its employees in general civil litigation that is not within the specialized fields of other divisions of the Department. It defends the federal government in suits challenging the constitutionality, lawfulness, or propriety of Presidential initiatives, federal statutes, and government programs and actions. It also initiates litigation to enforce various federal statutes, including the False Claims Act, and the federal consumer protection and immigration laws. It handles tort claims against the government, and the defense of federal civilian and military officials sued personally for official actions. The Division maintains record material relating to cases and matters under its jurisdiction, as well as records relating to the administration of the Division.

Special information required: Requests for records from Civil Division case files should include a case caption or name, civil action number, judicial district, and date or year of filing.

FOIA Requester Service Center: telephone number (202) 514-2319; FOIA Public Liaison: James M. Kovakas, telephone number (202) 514-3319.

Publicly available information: Certain Civil Division legal practice monographs and a limited number of health care settlements.

Multi-track processing: None.

CIVIL RIGHTS DIVISION -- Requests for Civil Rights Division records should be sent to the following address or fax number:

Nelson D. Hermilla
Chief, FOIA/PA Branch
Civil Rights Division
Department of Justice
BICN Bldg., Room 3234
950 Pennsylvania Avenue, NW
Washington, D.C. 20530
Phone: (202) 514-4209
Fax: (202) 514-6195
E-mail: CRT.FOIArequests@usdoj.gov

The Civil Rights Division (CRT) is responsible for the enforcement of the federal civil rights statutes to secure equal opportunity in the areas of employment, education, housing, voting, public accommodations and facilities, and federally assisted programs. CRT is also responsible for enforcing the anti-discrimination provisions of the Immigration Reform and Control Act through the investigation and prosecution of charges filed on the basis of citizenship status or national origin. CRT also prosecutes criminal violations of the federal civil rights statutes. The Division maintains records of all its legal cases, correspondence, and memoranda, as well as records on certain individuals protected under civil rights statutes. Records maintained include those relating to the administration of the various offices.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 514-4210; FOIA Public Liaison: Sylvia Cabrera, telephone number (202) 514-4210.

Publicly available information: Significant guidance documents, historical documents, certain trial transcripts. Additionally, the Disability Rights Section and the Office of Special Counsel for Immigration-Related Unfair Employment Practices have numerous publications available to the public through each section's public information office.

Multi-track processing: FOIA requests are placed in one of three tracks: (1) expedited requests, (2) simple requests involving less than 3000 pages of documents, (3) complex requests involving more than 3000 pages or requests for classified documents.

COMMUNITY RELATIONS SERVICE -- Requests for Community Relations Service records should be sent to the following address or fax number:

George Henderson
FOIA/PA Coordinator
Community Relations Service
Department of Justice
Suite 2000, 600 E Street, N.W.
Washington, D.C. 20530-0001
Phone: (202) 305-2935
Fax: (202) 305-3005
E-mail: CRS.FOIA@usdoj.gov

The Community Relations Service (CRS) provides community mediation and conciliation services to resolve conflicts or disputes relating to race, color, or national origin at the request of state or local officials, local citizens and organizations, or on its own motion when it believes that peaceful relations among citizens are threatened.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 305-2935; FOIA Public Liaison: George Henderson, telephone number (202) 305-2964.

Publicly available information: Annual reports, CRS Customer Service Plan, general publications on conflict resolution and related CRS work. Other types of public information are available on CRS's website at www.justice.gov/crs.

Multi-track processing: None.

CRIMINAL DIVISION -- Requests for Criminal Division records should be sent to the following address or fax number:

Ken Courter
Acting Chief, FOIA/PA Unit
Criminal Division

Department of Justice
Suite 1127, Keeney Building
950 Pennsylvania Avenue, N.W.
Washington, DC 20530-0001
Phone: (202) 616-0307
Fax: (202) 514-6117
E-mail: crm.foia@usdoj.gov

The Criminal Division maintains records of large-scale fraud cases, exchange of prisoners with foreign countries pursuant to treaties, requests for assistance to and from foreign governments in criminal prosecutions, extradition matters, records concerning asset forfeitures, investigations and denaturalization proceedings against individuals who participated in Nazi persecutions or any acts of genocide or government-sponsored torture or murder, records pertaining to the International Criminal Investigative Training Assistance Program, and records relating to the administration of the Criminal Division. The Division also supervises such matters as electronic surveillance (but not when related to national security or defense investigations), granting of immunity from federal prosecution, and the issuance of subpoenas to members of the press or attorneys. In some instances, the Division will maintain records of criminal proceedings, but only when necessary to the exercise of its supervisory role. The Criminal Division maintains case files only where it has assumed direct responsibility for prosecution. The majority of criminal prosecutions are handled by the individual United States Attorneys' Offices, which ordinarily maintain all relevant case files. The Criminal Division does not maintain Criminal History Records (commonly referred to as "rap sheets"). Such records should be requested from the Federal Bureau of Investigation. Instructions for obtaining rap sheets can be found at Department of Justice regulations at 28 C.F.R. §§ 16.30-34 or on the Criminal Division's FOIA website at <http://www.justice.gov/criminal/foia/>.

For a further description of the records maintained by the Criminal Division, go to the Criminal Division's FOIA website at www.justice.gov/criminal.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-0307; FOIA Public Liaison: Margaret Harris, telephone number (202) 616-0307.

Publicly available information: Case highlights, publications and plans, forms, Reports to Congress, International Prisoner Transfer Program information, Office of Special Investigations Reports, staff manuals.

Multi-track processing: Track one (expedited) is for requests that meet the criteria for expedited processing and requests for which no responsive records are located or which require a short period of time to process. Track two (simple) is for requests that require an average amount of time to process, typically twenty days or less, once all responsive records have been received by the FOIA/PA Unit. Track three (complex) is for voluminous amounts of documents and/or complex requests requiring more than twenty days to process following receipt of the responsive records in the FOIA/PA Unit.

OFFICE OF THE DEPUTY ATTORNEY GENERAL -- Requests for Deputy Attorney General records should specify that Deputy Attorney General records are being sought and should be sent to the following physical address, fax number or e-mail address:

Carmen L. Mallon
Chief of Staff
Office of Information Policy

Department of Justice
Suite 11050
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001
Phone: (202) 514-FOIA
Fax: (202) 514-1009
Online Request Form: <http://www.justice.gov/oip/oip-request.html>

The Deputy Attorney General advises and assists the Attorney General in formulating and implementing Department policies and programs and in providing overall supervision and direction of all organizational units of the Department. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-5459; FOIA Public Liaison: Laurie A. Day, telephone number (202) 514-3642.

Publicly available information: Frequently requested records, policy statements, staff manuals, speeches, Congressional testimony, and records pertaining to the Justice Department's mission in Iraq, final orders and opinions of the Deputy Attorney General.

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

DRUG ENFORCEMENT ADMINISTRATION -- Requests for Drug Enforcement Administration records should be sent to the following address or fax number:

Katherine L. Myrick, Chief
Freedom of Information Operations Unit
FOI/Records Management Section
Drug Enforcement Administration
Department of Justice
West Building, 6th Floor
700 Army Navy Drive
Arlington, VA 22202
Phone: (202) 307-7596
Fax: (202) 307-8556
E-mail: DEA.FOIA@usdoj.gov

The Drug Enforcement Administration (DEA) enforces the controlled substances laws and regulations of the United States by bringing to the criminal and civil justice system of the United States, or any other competent jurisdiction, those involved in the growth, manufacture, or distribution of controlled substances in or destined for the illicit traffic in the United States. DEA maintains investigative and intelligence files of criminal activities related to illicit drug traffic and drug abuse, rosters and investigations of legitimate drug handlers, distributors and manufacturers, and records of controlled substance security investigations. It also keeps various records pertaining to the administration of DEA.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 307-7596; FOIA Public Liaison: Phyllis Scott, telephone number (202) 307-7618.

Publicly available information: Certain manuals, pamphlets on drugs and other DEA programs published by DEA's Office of Public Affairs, and asset forfeiture advertisements and auction announcements.

Reading room location: Room W-7216, 700 Army Navy Drive, Arlington, VA.

Multi-track processing: None.

ENVIRONMENT AND NATURAL RESOURCES DIVISION -- Requests for Environment and Natural Resources Division records should be sent to the following address or fax number:

Sarah Lu
FOIA Coordinator
Law and Policy Section
Environment and Natural Resources Division
P.O. Box 7415, Ben Franklin Station
Washington, DC 20044-7415
Phone: (202) 514-0424
Fax: (202) 514-4231
E-mail: FOIARouting.ENRD@usdoj.gov

The Environment and Natural Resources Division (ENRD) is responsible for the civil and criminal enforcement of environmental laws, the defense of the government's administration of federal environmental laws, and litigation relating to the use and protection of federally owned public lands and natural resources. Some statutes that are within the Division's subject-matter expertise are the Clean Air Act, the Clean Water Act, the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act, the Safe Drinking Water Act, the Oil Pollution Act of 1990, the National Environmental Policy Act, the Federal Land Policy Management Act, the National Forest Management Act, and the Endangered Species Act. The Division also represents the United States in its trust capacity for Indian tribes, acquires land by purchase or condemnation for public use, and defends the government against Fifth Amendment takings claims. The Division maintains case files, correspondence files, and other records relating to the administration of the Division.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 514-0424; FOIA Public Liaison: Amber Blaha, telephone number (202) 616-5515, fax number (202) 514-4231.

Publicly available information: Press releases, proposed consent decrees, ENRD Summaries of Litigation Accomplishments, model consent decrees, Global Settlement Policy, Integrated Enforcement Policy, and land-acquisition appraisal standards.

Otherwise available: Amicus briefs, complaints, consent decrees, other ENRD case-related documents.

Multi-track processing: None.

EXECUTIVE OFFICE FOR IMMIGRATION REVIEW -- Requests for Executive Office for Immigration Review records should be addressed to:

Cecelia Espenoza
Senior Associate General Counsel
Office of the General Counsel
Executive Office for Immigration Review
Department of Justice
Suite 1903, 5107 Leesburg Pike
Falls Church, VA 22041
Phone: (703) 605-1297
Fax: (703) 605-0570
E-mail: EOIR.FOIARequests@usdoj.gov

The Executive Office for Immigration Review (EOIR) is responsible for the administrative adjudication and interpretation of the immigration laws, including provisions of the Immigration and Nationality Act. EOIR includes the Board of Immigration Appeals (BIA), the Office of the Chief Immigration Judge (OCIJ), and the Office of the Chief Administrative Hearing Officer (OCAHO). The BIA is a quasi-judicial body which hears appeals of decisions rendered by Immigration Judges and certain officers of the Department of Homeland Security. Records of proceedings (ROPs) are maintained at the BIA while cases are pending. Upon completion of the proceeding at the BIA, the ROPs are returned to the Immigration Courts. OCIJ oversees the work of the Immigration Courts, which maintain records of cases brought before them involving removal proceedings and related matters. OCAHO's administrative law judge hears cases related to the employer sanction, immigration-related anti-discrimination, and immigration related document fraud provisions of law. A copy of the official OCAHO case files may be obtained through the FOIA Requester Service Center. EOIR also maintains various administrative records.

Special information required: For aliens, "A" number. Please do not submit requests on DHS Form G-639.

FOIA Requester Service Center: telephone number (703) 605-1297; FOIA Public Liaison: Crystal Souza, telephone number (703) 605-1297.

Publicly available information: Published decisions by the BIA and OCAHO Policy Statements, Staff Manuals and Instructions to Staff, Index of Frequently Requested FOIA-Processed Records. Other types of public information are available on EOIR's website at www.justice.gov/oir.

Reading room location: BIA Law Library, Suite 1200, 5201 Leesburg Pike, Falls Church, VA 22041.

Multi-track processing: Three tracks: (1) simple, (2) complex, (3) expedited.

EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS -- Requests for United States Attorney records should be sent to the following address or fax number:

Susan B. Gerson,
Assistant Director, FOIA/Privacy Unit
Executive Office for United States Attorneys
Department of Justice
Room 7300, 600 E Street, N.W.
Washington, DC 20530-0001
Phone: (202) 252-6020

Fax: (202) 252-6047

E-mail: USAEO.FOIA.Requests@usdoj.gov

The ninety-three United States Attorneys nationwide are responsible for handling litigation affecting the interests of the United States, including the prosecution of criminal cases and the defense of civil cases, and for the conduct of grand jury proceedings. These offices maintain records on their legal cases, criminal investigations, and citizen complaints, as well as records relating to the administration of the office. Legal case files are not indexed or centralized in Washington, D.C., but are located in the office of the United States Attorney who handled the case. Accordingly, requests for United States Attorney records should be sent to the Washington, D.C. address above and should indicate the particular judicial district or city in which the matter was handled. The usual administrative and personnel records are maintained in headquarters offices in Washington, D.C. as well.

Special information required: Date and place of birth and judicial district in which investigation/prosecution or other litigation occurred.

FOIA Requester Service Center: telephone number (202) 252-6020; FOIA Public Liaison: Donna Preston, telephone number (202) 252-6020.

Publicly available information: Annual Statistical Report, U.S. Attorneys' Manual, U.S. Attorneys' Bulletin.

Multi-track processing: Four tracks: (1) expedited, (2) referrals, (3) regular, (4) projects.

EXECUTIVE OFFICE FOR UNITED STATES TRUSTEES -- Requests for United States Trustees records should be sent to the following address or fax number:

Larry Wahlquist
FOIA/PA Counsel
Office of the General Counsel
Executive Office for United States Trustees
Department of Justice
441 G Street, NW, Suite 6150
Washington, DC 20530
Phone: (202) 307-1399
Fax: (202) 307-2397
E-mail: USTPFOIA.Requests@usdoj.gov

The United States Trustee Program (USTP) consists of an Executive Office in Washington, D.C., and approximately ninety-five field offices in twenty-one Regions nationwide, covering all Federal judicial districts except Alabama and North Carolina.

As noted in the agency mission statement, United States Trustees monitor and supervise private estate trustees, debtors-in-possession, and others to ensure that the interests of all parties in bankruptcy are protected (see www.justice.gov/ust). United States Trustees are responsible for the effective administration of bankruptcy cases arising under chapters 7, 11, 12, and 13 of the federal Bankruptcy Code and serve as "watch-dogs to prevent fraud, dishonesty and overreaching in the bankruptcy arena." See 28 U.S.C. 581-589a and 11 U.S.C. 101, et seq.

While the Executive Office maintains certain administrative records, case files are not centralized in Washington, and USTP regional and field offices maintain duplicate copies of certain court pleadings and material concerning specific cases. Accordingly, all FOIA requests for USTP records, which should be

addressed to the Office of General Counsel, Executive Office for United States Trustees, should identify a case name, particular judicial district, and/or specific USTP office(s) where responsive records may exist.

Special information required: For bankruptcy files -- judicial district and the name of the case and case number, if known.

FOIA Requester Service Center: telephone number (202) 307-1399; FOIA Public Liaison: Larry Wahlquist, telephone number (202) 307-1399.

Publicly available information: Frequently requested records, final opinions and orders, policy statements, staff manuals and instructions to staff, and other information considered to be of significant public interest are available on EOUST's website at www.justice.gov/ust.

Multi-track processing: There are three tracks for processing FOIA requests: (1) simple track, (2) complex track, and (3) expedited track.

FEDERAL BUREAU OF INVESTIGATION -- Requests for Federal Bureau of Investigation records should be sent to the following physical address or fax number, or can be submitted by using the web form located at the following URL:

David M. Hardy, Chief
Record/Information Dissemination Section
Records Management Division
Federal Bureau of Investigation
Department of Justice
170 Marcel Drive
Winchester, VA 22602-4843
Phone: (540) 868-4500
Fax: (540) 868-4997
Email: foiparequest@ic.fbi.gov

The Federal Bureau of Investigation (FBI) investigates violations of certain federal statutes, collects evidence in legal cases in which the United States is or may be an interested party, and performs other duties specifically imposed by law or presidential directive. The Bureau maintains files of its criminal, legal, and security investigations, a nationwide index of wanted persons, stolen property, criminal histories, and missing persons, fingerprint identification records; personnel records of FBI employees, and records of investigations of applicants for sensitive positions in the United States Government. It also maintains records relating to the administration of the Bureau.

Special information required: None.

FOIA Public Information Officer: David P. Sobonya, telephone number (540) 868-4593, fax number (540)

868-4995;

FOIA Public Liaison: Dennis J. Argall, telephone number (540) 868-4516.

Publicly available information: Employment and recruitment materials, publications giving general history about the FBI's accomplishments, organizational structure, law enforcement services, programs, and history, crime statistics. The FBI's website contains voluminous documents on numerous individuals, organizations, and criminal investigations.

Reading room location: FBI Headquarters Building, 935 Pennsylvania Avenue, N.W., Washington, D.C.

Multi-track processing: Three tracks: (1) 500 pages or less, (2) 501-2500 pages, (3) 2501 pages or more.

FEDERAL BUREAU OF PRISONS -- Requests for Federal Bureau of Prisons records should be sent to the following physical address or e-mail address, or can be submitted by using the web form at the following URL:

Wanda M. Hunt, Chief, FOIA/PA Section
FOIA/Privacy Act Requests
Federal Bureau of Prisons
Department of Justice
Room 841, HOLC Building
320 First Street, N.W.
Washington, DC 20534
Phone: (202) 514-6655
Email: ogc_efolia@bop.gov
Online Request Form: <http://www.bop.gov/foia/index.jsp>

The Federal Bureau of Prisons is responsible for the care and confinement of offenders who are committed to its custody. The Bureau maintains records on current and former inmates of federal penal and correctional institutions concerning: sentence computation, institutions of confinement, criminal, social, educational, and occupational background, identification data, institutional work and housing assignments, educational, disciplinary, health, and work data during incarceration, and reports relating to release planning, furlough, institutional adjustment, and violations of release. The Federal Bureau of Prisons also maintains records relating to the administration of the Bureau.

Special information required: For inmates, register number, committed name, and institution where last housed.

FOIA Requester Service Center: telephone number (202) 616-7750; FOIA Public Liaisons: Wilson Moorer, William Baumgartel, telephone number (202) 514-6655.

Publicly available information: Inmate locator, information on federal prison facilities, program statements, operations memoranda, forms, information on inmate programs, publications.

Reading room location: Seventh Floor, 500 First Street, N.W., Washington, D.C.

Multi-track processing: Track one is for more complicated requests. The second track is for simpler requests.

FOREIGN CLAIMS SETTLEMENT COMMISSION -- Requests for Foreign Claims Settlement Commission records should be sent to the following physical address, fax number, or e-mail address:

Jeremy R. LaFrancois
Attorney Advisor - International
Foreign Claims Settlement Commission
Department of Justice
Suite 6002, 600 E Street, N.W.
Washington, D.C. 20579-0001
Phone: (202) 616-6975

Fax: (202) 616-6993
E-mail: info.fcsc@usdoj.gov

The Foreign Claims Settlement Commission adjudicates claims of United States nationals for losses resulting from the uncompensated nationalization or other taking of their property by foreign governments, and claims for compensation based on wartime confinement of United States servicemen and civilians as prisoners of war or civilian internees. The Commission maintains records on all such claims, on inquiries concerning such claims, and on the administration of the programs in which those claims are adjudicated. The Commission also maintains records on its own administrative operations and procedures.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-6975; FOIA Public Liaison: Mauricio Tamargo, telephone number (202) 616-6975.

Publicly available information: Decisions of past claims programs, list of Cuban Claims Program claimants, annual reports.

Reading room location: Suite 6002, 600 E Street, N.W., Washington, D.C.

Multi-track processing: None.

INTERPOL-UNITED STATES NATIONAL CENTRAL BUREAU -- Requests for INTERPOL-United States National Central Bureau records should be sent to the following physical address, fax number, or e-mail address:

FOIA/PA Specialist
INTERPOL-United States National Central Bureau
Department of Justice
Washington, D.C. 20530-0001
Phone: (202) 353-0803
Fax: (202) 616-1048
E-mail: Interpol-USNCB.FOIA@usdoj.gov

The INTERPOL-United States National Central Bureau (INTERPOL-USNCB) acts as liaison with the International Criminal Police Organization (INTERPOL) to enable domestic law enforcement agencies to participate in an international exchange of criminal justice information. INTERPOL was created to promote mutual assistance among criminal police authorities in the prevention and suppression of international crime. INTERPOL-USNCB maintains investigative files of criminal activities and noncriminal files concerning matters of humanitarian assistance. It also maintains various administrative files.

Special information required: Complete name, date and place of birth, and any alias ever used (social security number optional).

FOIA Requester Service Center: telephone number (202) 353-0803; FOIA Public Liaison: Allison Tanaka, telephone number (202) 353-0803.

Publicly available information: Internship Information, Executive Order -- Amending Executive Order 12425 and listing of agencies represented at USNCB.

Multi-track processing: Three tracks: simple (no records, referred documents, and routine), complex, and

expedited.

JUSTICE MANAGEMENT DIVISION -- Requests for Justice Management Division records should be sent to the following address or fax number:

Karen McFadden
FOIA Contact
Justice Management Division
Department of Justice
Room 1111 RFK, 950 Pennsylvania Avenue, N.W.
Washington, DC 20530-0001
Phone: (202) 514-3101
Fax: (202) 616-6695
E-mail: JMDFOIA@usdoj.gov

The Justice Management Division serves as the management arm of the Department of Justice, establishing internal administrative policy, providing administrative support services to Departmental organizations, and developing and directing administrative management programs. This Division keeps Department of Justice personnel records, accounting and budget records, property, motor pool, and parking records, and other administrative records.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 514-3101; FOIA Public Liaison: Michael Allen, telephone number (202) 514-3101.

Special FOIA Requester Service Center for Request-Forwarding Matters: telephone number (202) 616-3837; Special FOIA Public Liaison for Request-Forwarding Matters: Christine Schwartz, telephone number (202) 305-4946.

Publicly available information: Certain financial information about the Justice Department such as budget summaries for current or past years, forecast of contracting opportunities, statistical data and explanatory information concerning the operations of the Asset Forfeiture Fund, Department Organization and Functions Manual, Department Strategic Plans, Annual Performance and Accountability Reports, list of procurement officials, organizational charts, and reports and statistical summaries of the Equal Employment Opportunity Staff.

Multi-track processing: Simple, Complex, and Expedited.

NATIONAL SECURITY DIVISION -- Requests for National Security Division records should be sent to the following physical address or e-mail address:

Arnetta Mallory
FOIA Initiatives Coordinator
National Security Division
Department of Justice
Room 6150
950 Pennsylvania Avenue, N.W.
Washington, DC 20530-0001

Phone: (202) 233-0754
E-mail: nsdfoia@usdoj.gov

The National Security Division (NSD) was created by the reauthorization of the USA PATRIOT Act in March 2006, and formally began operations on October 2, 2006. The NSD consolidated the Office of Intelligence Policy and Review (OIPR, now the Office of Intelligence, or OI) and the Counterterrorism and Counterespionage Sections of the Criminal Division. The Division's core mission is to coordinate the Department's efforts to combat terrorism and protect national security. The NSD is responsible for assisting the Attorney General and other senior Department and Executive Branch officials in ensuring that the national security-related activities of the U.S. are consistent with relevant law, overseeing terrorism investigations and prosecutions, handling counterespionage cases and matters, obtaining court authorization for the collection of foreign intelligence under the Foreign Intelligence Surveillance Act (FISA), and conducting oversight of intelligence agency compliance with certain national security legal requirements.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 307-3525; FOIA Public Liaison: Patricia Matthews, telephone number (202) 307-3525.

Publicly available information: Annual Foreign Intelligence Surveillance Act Report to Congress, and Foreign Agent Registration Materials.

Multi-track processing: Three tracks: simple, complex, and expedited.

OFFICE OF COMMUNITY ORIENTED POLICING SERVICES -- Requests for the Office of Community Oriented Policing Services records should be sent to the following physical address, fax number, or e-mail address:

Gary L. Baude, FOIA Officer
Legal Division
Office of Community Oriented Policing Services
Department of Justice
Two Constitution Square
145 N Street. N.E., #11E 1405
Washington, DC 20530-0001
Phone: (202) 353-9864
Fax: (202) 514-3456
E-mail: COPS.FOIA@usdoj.gov

The Office of Community Oriented Policing Services administers discretionary grants for the hiring and redeployment of officers to participate in community policing and for innovative community policing programs, and offers training and technical assistance to assist grantees with the implementation of community policing in their communities. This office maintains records pertaining to the application for, and award and monitoring of these grants. The office also maintains records on its own administrative operations and procedures.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 514-1873; FOIA Public Liaison: Gary L. Baude, telephone number (202) 353-9864.

Publicly available information: Specimen grant application materials, information about a specific grant when requested by the grant recipient, noncustomized lists of grant recipients, specific grant manuals and grant program fact sheets.

Multi-track processing: None.

OFFICE OF INFORMATION POLICY -- Requests for Office of Information Policy records should be sent to the following physical address, fax number or e-mail address:

Carmen L. Mallon
Chief of Staff
Office of Information Policy
Department of Justice
Suite 11050
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001
Phone: (202) 514-FOIA
Fax: (202) 514-1009
Online Request Form: <http://www.justice.gov/oip/oip-request.html>

The Office of Information Policy (OIP) is responsible for encouraging compliance with the FOIA governmentwide. OIP maintains files of administrative appeals of denials of FOIA and Privacy Act access requests for Department of Justice records and initial request files of FOIA and Privacy Act requests for records of the Offices of the Attorney General, Deputy Attorney General, Associate Attorney General, Legal Policy, Legislative Affairs, Intergovernmental and Public Liaison, and Public Affairs. The office also maintains records pertaining to the administration of the office and related functions.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-5459; FOIA Public Liaison: Laurie A. Day, telephone number (202) 514-3642.

Publicly available information: Policy statements, FOIA training materials, frequently requested records, FOIA guidance, agency Annual FOIA Reports, Exemption 3 materials, FOIA reference documents including The Department of Justice Guide to the Freedom of Information Act (2009 edition).

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

OFFICE OF THE INSPECTOR GENERAL -- Requests for Office of the Inspector General records should be sent to the following physical address, fax number, or e-mail address:

Deborah Waller
Paralegal Specialist
Office of the Inspector General
Department of Justice

Room 4726
950 Pennsylvania Avenue, N.W.
Washington, DC 20530-0001
Phone: (202) 616-0646
Fax: (202) 616-9152
E-mail: oigfoia@usdoj.gov

The Office of the Inspector General (OIG) conducts independent investigations, audits, inspections, and special reviews of United States Department of Justice personnel and programs to detect and deter waste, fraud, abuse, and misconduct, and to promote integrity, economy, efficiency, and effectiveness in Department of Justice operations. The OIG maintains records relating to its investigations, audits, inspections, and special reviews, as well as regarding the administration of the OIG.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-0646; FOIA Public Liaison: Deborah M. Waller, telephone number (202) 616-0646.

Publicly available information: Audit reports, inspection reports, semi-annual reports, and certain special reviews are available on OIG's website at www.justice.gov/oig.

Multi-track processing: None.

OFFICE OF JUSTICE PROGRAMS -- Requests for Office of Justice Programs records should be sent to the following physical address, fax number, or e-mail address:

Dorothy Lee
Paralegal Specialist
Office of Justice Programs
Department of Justice
Room 5400, 810 7th Street, N.W.
Washington, DC 20531
Phone: (202) 616-3267
Fax:(202) 307-6235
E-mail: FOIAOJP@usdoj.gov

The Office of Justice Programs (OJP) is responsible for processing requests filed under the Freedom of Information Act for its component entities: the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, the Community Capacity Development Office, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking as well as the support offices of OJP. These components award and administer financial assistance and technical aid to state and local criminal justice agencies and for-profit and non-profit entities, and fund research studies and statistical surveys in matters concerning the administration of criminal justice. This agency maintains records pertaining to grant applications, grant awards, and the monitoring of these grants. In addition, OJP maintains files on civil rights compliance investigations relating to any grants awarded.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 307-6235; FOIA Public Liaison: George Pruden, telephone number (202) 616-3627.

Publicly available information: Numerous publications (paper and electronic) regarding law enforcement, crime prevention, and law enforcement-related statistical information.

Multi-track processing: Track one is for simple requests (e.g., no records, referred documents, and routine). The second track is for complex and/or voluminous requests.

OFFICE OF LEGAL COUNSEL -- Requests for Office of Legal Counsel records should be sent to the following address or fax number:

Bette Farris
Supervisory Paralegal
Office of Legal Counsel
Department of Justice
Room 5515, 950 Pennsylvania Avenue, N.W.
Washington, DC 20530-0001
Phone: (202) 514-2038
E-mail: usdoj-officeoflegalcounsel@usdoj.gov

The Office of Legal Counsel prepares the formal opinions of the Attorney General and renders informal opinions and advice on questions of law to the various executive agencies and to other components of the Department of Justice. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 353-0258; FOIA Public Liaison: Lawan Robinson, telephone number (202) 353-0258.

Publicly available information: Published opinions from 1992 through 2009 are available on the Office of Legal Counsel's website (www.justice.gov/olc), are available in paper form, and are available on LEXIS and Westlaw (from 1977).

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

OFFICE OF LEGAL POLICY -- Requests for Office of Legal Policy records should specify that Legal Policy records are being sought and should be sent to the following physical address, fax number or e-mail address:

Carmen L. Mallon
Chief of Staff
Office of Information Policy
Department of Justice
Suite 11050
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001

Phone: (202) 514-FOIA

Fax: (202) 514-1009

Online Request Form: <http://www.justice.gov/oip/oip-request.html>

The Office of Legal Policy (OLP) serves as the Attorney General's principal policy development staff and is involved in a wide range of criminal and civil justice policy initiatives central to the Department's mission. The office reviews and analyzes pending legislative proposals, coordinates regulatory development and the review of proposed rules, and serves as liaison to OMB on regulatory matters. The office evaluates potential nominees for federal judicial appointments and assists in preparation of nominees for Senate confirmation. OLP maintains background files on OLP policy, legislative proposals, and judicial nominations, and working files for its staff support activities. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-5459; FOIA Public Liaison: Laurie A. Day, telephone number (202) 514-3642.

Publicly available information: Information on judicial nominations, guidance documents, organization chart.

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

OFFICE OF LEGISLATIVE AFFAIRS -- Requests for Office of Legislative Affairs records should specify that Legislative Affairs records are being sought and should be sent to the following physical address, fax number or e-mail address:

Carmen L. Mallon

Chief of Staff

Office of Information Policy

Department of Justice

Suite 11050

1425 New York Avenue, N.W.

Washington, D.C. 20530-0001

Phone: (202) 514-FOIA

Fax: (202) 514-1009

Online Request Form: <http://www.justice.gov/oip/oip-request.html>

The Office of Legislative Affairs (OLA) has responsibility for devising and implementing a legislative strategy to carry out the Attorney General's initiatives requiring congressional action. OLA provides or arranges for testimony by Department witnesses at congressional hearings. OLA also responds or coordinates responses for the Department to requests and inquiries from congressional committees and subcommittees and individual Members of Congress and their staffs, including requests from Congress on behalf of constituents. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-5459; FOIA Public Liaison: Laurie A. Day,

telephone number (202) 514-3642.

Publicly available information: policy statements, views letters, organization chart, speeches and testimony.

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

OFFICE OF THE PARDON ATTORNEY -- Requests for Office of the Pardon Attorney records should be sent to the following physical address, fax number, or e-mail address:

Carolyn Veilleux
Office of the Pardon Attorney
Department of Justice
Suite 11000
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001
Phone: (202) 616-6070
E-mail: PardonAttorneyFOIA@usdoj.gov

The Office of the Pardon Attorney receives and reviews petitions for all forms of executive clemency, including pardon, commutation (reduction) of sentence, remission of fine, and reprieve, initiates the necessary investigations of clemency requests, and prepares the report and recommendation of the Attorney General, or his designee, to the President on clemency requests. The office maintains a clemency case file for each individual who has applied for or been granted clemency, as well as copies of the warrants and proclamations of clemency granted by the President, and records relating to the administration of the office. The office also acts as liaison with the public for correspondence and informational inquiries about the clemency process and maintains correspondence files relating to such inquiries.

Special information required: For clemency files -- the full name of the person who applied for or was granted clemency. For miscellaneous correspondence files -- the full name of the author of the letter and the full name of the person on whose behalf the letter was written (if different). For FOIA administrative files -- the full name of the person who made the FOIA request.

FOIA Requester Service Center: telephone number (202) 616-6070; FOIA Public Liaison: Ronald L. Rodgers, telephone number (202) 616-6070.

Publicly available information: Executive clemency statistics from the administration of President McKinley to the present, rules establishing the Office of the Pardon Attorney and governing petitions for executive clemency published at 28 C.F.R. §§ 0.35-36 and §§ 1.1, et seq., forms for applying for executive clemency, copies of clemency warrants and proclamations for persons who have been granted executive clemency, description of clemency procedures contained in the United States Attorneys' Manual at §§ 1-2.110-113.

Multi-track processing: None.

OFFICE OF PROFESSIONAL RESPONSIBILITY -- Requests for Office of Professional Responsibility

records should be addressed to:

Lyn Hardy
Assistant Counsel
Office of Professional Responsibility
Department of Justice
950 Pennsylvania Avenue, N.W.
Suite 3529
Washington, D.C. 20530
Phone: (202) 514-3365
Fax: (202) 514-5050
E-mail: OPR.FOIA@usdoj.gov

The Office of Professional Responsibility (OPR) maintains records relating to its investigations of allegations of misconduct by Department of Justice attorneys that relate to the exercise of their authority to investigate, litigate, or provide legal advice, and allegations of misconduct by law enforcement personnel when they are related to allegations of misconduct by Department of Justice attorneys. Those cases in which there appears to be a violation of the law are often referred to the investigative agency with jurisdiction over such alleged violation, although OPR also conducts criminal and administrative investigations. Investigative records are maintained in the office on all ongoing cases. Records maintained include records relating to closed investigations, inquiries, complaints, and records relating to the administration of OPR.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 514-3365; FOIA Public Liaison: Patricia Reiersen, telephone number (202) 514-3365.

Publicly available information: OPR annual reports that contain a review and evaluation of the activities of the internal inspection units of the Justice Department, OPR's policy statements, investigative reports.

Multi-track processing: FOIA requests are placed in one of two tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA or which do not involve voluminous records or lengthy consultations with other entities. Track two is for those requests which involve voluminous records, for which lengthy or numerous consultations are required, or those which may involve sensitive records.

OFFICE OF PUBLIC AFFAIRS -- Requests for Office of Public Affairs records should specify that Public Affairs records are being sought and should be sent to the following physical address, fax number or e-mail address:

Carmen L. Mallon
Chief of Staff
Office of Information Policy
Department of Justice
Suite 11050
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001
Phone: (202) 514-FOIA
Fax: (202) 514-1009
Online Request Form: <http://www.justice.gov/oip/oip-request.html>

The Office of Public Affairs is responsible for ensuring that the public and press are informed about the Department's activities and about the priorities and policies of the Attorney General and the President with regard to law enforcement and legal affairs. The office keeps copies of press releases, speeches, and testimony. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-5459; FOIA Public Liaison: Laurie A. Day, telephone number (202) 514-3642.

Publicly available information: Press releases, organization chart, publicly distributed documents.

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

OFFICE OF THE SOLICITOR GENERAL -- Requests for Office of the Solicitor General records should be addressed to:

James K. Davis
FOIA Coordinator
Office of the Solicitor General
Department of Justice
950 Pennsylvania Avenue, N.W., Room 6627
Washington, DC 20530-0001
Phone: (202) 616-9406
E-mail: OSGFOIA@usdoj.gov

The Solicitor General is responsible for authorizing all government appeals and petitions for rehearing en banc or mandamus in the courts of appeals, all government amicus briefs in the courts of appeals, and petitions for a writ of certiorari in the Supreme Court. Also, the Solicitor General is responsible for authorizing all interventions by the United States in cases in any court (state or federal, trial or appellate). In addition, the Solicitor General is responsible for briefing and arguing cases on behalf of the government in the Supreme Court. The Office of the Solicitor General maintains records relating to appeals and petitions for which authorization to file has been sought and maintains records on Supreme Court cases to which the United States or a government agency was a party. The office also maintains records relating to the administration of the office.

Special information required: Case name and docket number of case, or citation to case.

FOIA Requester Service Center: telephone number (202) 616-9406; FOIA Public Liaison: Valerie H. Hall, telephone number (202) 514-2203.

Publicly available information: Government briefs and petitions for the current term of the United States Supreme Court.

Multi-track processing: None.

OFFICE ON VIOLENCE AGAINST WOMEN -- Requests for Office on Violence Against Women records should be sent to the following address or fax number:

Catherine Poston
Attorney Advisor
Office on Violence Against Women
Department of Justice
145 N Street NE
Suite 10W.121
Washington, D.C. 20530
Phone: (202) 307-6026
E-mail: OVW.FOIA@usdoj.gov

The Office on Violence Against Women (OVW) administers the formula and discretionary grant programs to eligible grantees in the areas of domestic violence, sexual assault, and stalking. It is responsible for coordination with other departments, agencies, or offices regarding activities authorized or undertaken pursuant to the Violence Against Women Act of 1994, the Violence Against Women Act of 2000, and the Violence Against Women Act Reauthorization 2005. The office also maintains records relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 307-6026; FOIA Public Liaison: Marnie Shiels, telephone number (202) 307-6026.

Publicly available information: A state-by-state list of grant award recipients, information about domestic violence, sexual assault, and stalking, various publications concerning violence against women, press releases, information on state grant-administering agencies.

Multi-track processing: None.

PROFESSIONAL RESPONSIBILITY ADVISORY OFFICE -- Requests for Professional Responsibility Advisory Office records should be sent to the following address or fax number:

Michael Kingsley
Information Management Specialist
Professional Responsibility Advisory Office
Department of Justice
Suite 12000, 1425 New York Avenue, N.W
Washington, D.C. 20530
Phone: (202) 514-0458
Fax: (202) 353-7483
E-mail: PRAO.FOIA@usdoj.gov

The mission of the Professional Responsibility Advisory Office (PRAO) is to ensure prompt, consistent advice to Department attorneys and Assistant United States Attorneys with respect to areas of professional responsibility and choice-of-law issues. PRAO provides definitive advice to government attorneys and the leadership of the Department on issues relating to professional responsibility. It assembles and maintains state rules of professional conduct including, *inter alia*, all relevant interpretative decisions and bar opinions

of the District of Columbia and every state and territory, and other reference materials, and serves as a central repository for briefs and pleadings as cases arise. PRAO provides coordination with the litigating components of the Department to defend attorneys in any disciplinary or other hearing where it is alleged that they failed to meet their ethical obligations. It serves as a liaison with the state and federal bar associations in matters related to the implementation and interpretation of 28 U.S.C. § 530B, the Ethical Standards for Prosecutors Act, and any amendments and revisions to the various state rules of professional conduct. Among other related duties as assigned, PRAO coordinates with other Department components to conduct training for Department attorneys and client agencies in order to provide them with the tools to make informed judgments about the circumstances that require their compliance with the Hyde Amendment and 28 U.S.C. § 530B, the Ethical Standards for Prosecutors Act, or that otherwise implicate professional responsibility concerns.

Note: Complaints concerning the actions of individual Department attorneys and Assistant United States Attorneys are not processed and/or handled by PRAO.

Special information required to make a FOIA request: None.

FOIA Requester Service Center: telephone number (202) 514-0458; FOIA Public Liaison: Michael Kingsley, telephone number (202) 514-0458.

Publicly available information: Mission and function, information on internship opportunities, link to regulations.gov.

Multi-track processing: None.

TAX DIVISION -- Requests for Tax Division records should be sent to the following address or fax number:

Carmen M. Banerjee
Division Counsel for FOIA and PA Matters
Tax Division
Department of Justice
Post Office Box 227
Ben Franklin Station
Washington, DC 20044
Phone: (202) 307-6320
E-mail: TaxDiv.FOIAPA@usdoj.gov

The Tax Division's chief activity is to represent the Internal Revenue Service in civil and criminal litigation. It also represents other federal agencies that may have problems with state and local taxing authorities. Consequently, information maintained by the Tax Division pertains mainly to civil and criminal tax litigation, either actual or contemplated. This information is stored in files indexed in central classification systems under the names of the individuals or entities who are parties to the litigation. In addition, some information maintained by the Tax Division relates to various procedures and guidelines relevant to the processing of tax cases. It also maintains records relating to its administrative functions.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 307-6320; FOIA Public Liaison: Billie Willis, telephone number (202) 307-6423.

Publicly available information: Criminal Tax Manual, Judgment and Collection Manual, Settlement Reference

Manual, case highlights, information on schemes and scams, tax news.

Multi-track processing: None.

UNITED STATES MARSHALS SERVICE -- Requests for United States Marshals Service records should be sent to the following physical address, fax number, or e-mail address:

William E. Bordley, Associate General Counsel
Office of General Counsel
United States Marshals Service
FOIA/PA, CS 7, 10th Floor
2604 Jefferson Davis Highway
Alexandria, VA 22301
Phone: (202) 307-9054
E-mail: usms.foia@usdoj.gov

United States Marshals serve as law enforcement agents of the government and, in that capacity, also serve as officers of the federal courts. The United States Marshals Service maintains files on individuals for whom federal warrants have been issued, records on prisoners in the custody of the United States Marshals, background information and records related to threats to and the protection of government witnesses, U.S. Attorneys and their assistants, federal jurists, and other court officials, records on process served and executed in federal court proceedings, and records on seized and forfeited property and evidence. It also maintains various records pertaining to the administration of the Service, including official personnel files for its employees.

Special information required: For individuals -- judicial district. For prisoner transportation -- date and trip number. For seized property -- judicial district, civil action number, asset identification number, and/or accurate description of the property.

FOIA Requester Service Center: telephone number (202) 307-9054; FOIA Public Liaison: Nancy Robinson, telephone number (202) 307-9054.

Publicly available information: Recruitment and employment literature, fact sheets, information regarding forfeiture program and sales of forfeited property.

Multi-track processing: Three primary tracks: (1) simple requests, (2) complex requests, and (3) expedited requests. Within each of these primary designations, there are additional tracks for: (4) employee/applicants, (5) seized assets, and (6) procurement matters.

UNITED STATES PAROLE COMMISSION -- Requests for United States Parole Commission records should be sent to the following physical address, fax number, or e-mail address:

Anissa Banks, FOIA/PA Specialist
United States Parole Commission
Department of Justice
90 K Street NE
3rd Floor
Washington, DCÂ 20530
Phone: (202) 346-7030

E-mail: USPC.FOIA@usdoj.gov

The United States Parole Commission has sole authority to grant, modify, or revoke paroles of federal offenders who committed their offenses prior to November 1, 1987, and is responsible for the supervision of parolees and mandatory releasees. Further, under Section 11231 of the National Capital Revitalization and Self-Government Improvement Act of 1997, the U.S. Parole Commission assumed the jurisdiction of the District of Columbia Board of Parole. The Commission maintains records regarding its hearings and decisions for prisoners and releasees.

Special information required: All requests from inmates must include proof of identity- either by a notary public accompanied by the appropriate seal or by a case manager's signature accompanied by the case manager's stamp for administering an oath or an unsworn declaration under penalty of perjury as found at 28 U.S.C. 1746. All requests from the public must be notarized. Requests from legal representatives must include a prisoner's consent form.

FOIA Requester Service Center: telephone number (202) 346-7030; FOIA Public Liaison: Rockne Chickinell, telephone number (202) 346-7030.

Publicly available information: Information that the Commission has determined to be public sector information includes the following: 1) name, 2) register number, 3) past and current places of incarceration, 4) age or date of birth, 5) race, 6) sentence data which consists of offense, date and place of conviction, and sentence length, 7) date(s) of hearing(s), and 8) decision(s) rendered by the Commission after agency proceedings, which are contained on the Notice of Action, including dates of parole. (Parole hearings are not open to the public.)

Multi-track processing: Requests by inmates and parolees for tape recordings, or for two documents or less, will be processed separately and ordinarily ahead of requests seeking numerous documents. If a requester demonstrates "compelling need," the request will be processed on an expedited basis.

Go to: [Reference Guide // DOJ FOIA Page](#)